

Position Announcement 2010

Job Title: Education Program Assistant and Teacher Naturalist (2 positions)

One 1700 hour position Nov-August (minimum 40 hours a week)

One 675 hour position negotiable start date – August

Email resume and cover letter to marnilee@utah.gov close date Wed Nov 1.

We will hire upon finding a qualified applicant. Start date immediately after hire.

Special Considerations: *This position is through the Utah Conservation Core (UCC) the UCC provides a monthly living stipend based on hour commitment. Housing and utilities are provided/required on site at Hardware Ranch WMA.* It is a twenty minute drive from Hardware into the town of Hyrum, where all amenities are available and 35 minutes to Logan. Personal vehicle required to commute to town for personal needs. House provided has two bedrooms and will be shared with female housemate December-March. Large shaded yard, next to creek. Member must wear UDWR and USFWS uniform. Applicant must be able to pass a background check.

Job Description: Assist in the research, development and delivery of elementary educational programs; create lesson plans, evaluative forms and other applicable educational materials. Responsible for all administrative duties associated with pre and post test grading and teacher evaluations, procurement and maintenance of educational materials. Will communicate often and directly with teachers to schedule field trips and administer trunk check out system including; trunk schedule and delivery, in class program delivery, track and refurbish trunks and administer pre and post testing. Staff front desk in active visitor centers, reception, filing, interact with public, nightly cleaning of facilities and stocking of interpretive materials. Development of interpretive materials for sites such as brochures, displays, talks etc. Maintenance and upkeep of house and yard. **Skills Required:** Excellent written and verbal communication, experience in education or natural resource related field, ability to research, work with little supervision, experience and willingness to work with children, professionalism, ability to think on feet and make quick decisions and alterations to programs to fit situation, field questions relating to all aspect of federal and state wildlife and site management (training provided), operate a cash register, office equipment and cleaning equipment, drive well, excellent organizational skills and follow through, scheduling, working through complex problems. **Preferred Qualifications:** Bachelors (or working towards) in Biology, Science, Natural Resources, Education or related field.

Physical Considerations: Member must be able to walk on uneven ground in extreme temperatures for up to 6 hours a day while maintaining a positive and motivating atmosphere for students. Good balance and agility as well as physically fit. Member must have, or be able to acquire outdoor winter gear (insulated overalls and snow boots).

Program Description: Member will administer and teach the Mountain Wilds to Wetland Wonders watershed education program. Program is a partnership between Hardware Ranch WMA (Utah Division of Wildlife Resources) and Bear River Migratory Bird Refuge (U.S. Fish and Wildlife Service). Program offers 2 field trips, in the fall and spring, to Box Elder County School District fourth grades (BESD). Provides teacher training to BESD teachers, in class pre

visits and pre visit lesson plans with materials trunks. Program is in its pilot year for expansion into Cache and Logan School Districts. Program is in its fifth year and will be improved and expanded by member under our supervision. *Program is funded by a Challenge Cost Share Grant awarded to the Division of Wildlife by the U.S. Fish and Wildlife Service.*

SITE DESCRIPTION

Hardware is owned and managed by the Utah Division of Wildlife Resources, located in a mountain valley 18 miles east of Hyrum ,Utah in Northern Utah. Hardware is a winter and summer playground for outdoor enthusiast with access to hundreds of miles of maintained trails and backcountry areas. We see over 30k visitors in the winter months who are draw to our horse drawn sleigh rides through a herd of 400-600 wild elk.

The secondary site for this position is the Bear River Migratory Bird Refuge, located in Brigham City, Utah and managed by the U.S. Fish and Wildlife Service. Visit their website for more information fws.gov/bearriver/